



City of NORFOLK

C: Commonwealth's Attorney

To the Honorable Council
City of Norfolk, Virginia

May 19, 2015

From: Gregory D. Underwood, Commonwealth's
Attorney

Subject: Ordinance approving and
accepting Virginia Domestic Violence
Victim Funds from the Virginia
Department of Criminal Justice
Services

Reviewed: Joseph Howell
Joseph Howell, Assistant to the City
Manager

Ward/Superward: City Wide

Approved: Marcus D. Jones
Marcus D. Jones, City Manager

Item Number: **R-3**

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Norfolk Commonwealth's Attorney's office

III. **Description:**

This agenda item is an Ordinance authorizing the acceptance of a Grant from the Department of Criminal Justice Services in the amount of \$20,000 for the Virginia Domestic Violence Victim Fund (VDVVF) for the 6 months beginning January 1, 2015 and ending June 30, 2015.

IV. **Analysis**

The Virginia Domestic Violence Victim Fund will be used to support personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse.

V. **Financial Impact**

The \$20,000 grant received from the Department of Criminal Justice Services does not require a cash match; however, the current expense of our VDVVF Grant employee is

approximately \$500 more than the \$20,000 grant and has to be made up from the Commonwealth's Attorney's Office General Fund.

VI. Environmental:

N/A

VII. Community Outreach/Notification

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action:

N/A

IX. Coordination/Outreach

This letter has been coordinated with the Office of the City Attorney and the Office of Grants Management.

Supporting Material from the Office of the Commonwealth's Attorney:

- Ordinance
- Statement of Grant Award

Form and Correctness Approved: **RAV**By *[Signature]*
Office of the City Attorney

Contents Approved:

By *[Signature]*
DEPT. Commonwealth Attorney's Office

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 20,000

[Signature]
Director of Finance

2015-120-8896

Account

4/30/15
Date

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE ACCEPTING A VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND (VDVVF) GRANT AWARD OF \$20,000 FROM THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR THE SUPPORT OF PERSONNEL COSTS FOR A PROGRAM PARALEGAL TO ASSIST IN THE PROSECUTION OF MISDEMEANORS AND FELONIES INVOLVING DOMESTIC VIOLENCE, SEXUAL ABUSE, STALKING AND FAMILY ABUSE AND APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS FOR PAYROLL AND MEDICAL BENEFIT COVERAGE EXPENSES FOR THE PROGRAM EMPLOYEE.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a \$20,000 grant award from the Commonwealth of Virginia, Virginia Department of Criminal Justice Services for the continuation of the Virginia Sexual Domestic Violence Victims Fund Program ("VSDVVF"), are hereby accepted.

Section 2:- That \$20,000 in grant funds are hereby appropriated and authorized to be expended for the VSDVVF, according to the terms and conditions of the Virginia Sexual and Domestic Violence Victim Fund, if and when the funds are made available from the Virginia Department of Criminal Justice Services, for payroll and medical benefit coverage expenses for the Program Employee.

Section 3:- That this ordinance shall be in effect from and after its adoption.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

January 5, 2015

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

Mr. Marcus D. Jones
City Manager
City of Norfolk
810 Union Street, Ste 1101
Norfolk, VA 23510

Title: Virginia Domestic Violence Victim Fund

Dear Mr. Jones:

I am pleased to advise you that grant number **15-J4979DV15** for the above-referenced grant program has been approved in the amount of \$20,000.00 in State Special Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Julia Fuller-Wilson at (804) 371-0386.

Sincerely,

Francine C. Ecker

Enclosures

cc: The Hon. Gregory D. Underwood, Commonwealth's Attorney
Ms. Alice M. Kelly, Finance Director
Ms. Julia Fuller-Wilson, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: January 05, 2015

Grant Period:

Grant Number:

From: 01/01/2015

Through: 06/30/2015

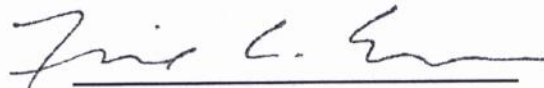
15-J4979DV15

Project Director	Project Administrator	Finance Officer
The Hon. Gregory D. Underwood Commonwealth's Attorney City of Norfolk 800 E. City Hall Ave., Ste 600 Norfolk, VA 23510 Phone: (757) 664-4835 Email: gregory.underwood@norfolk.gov	Mr. Marcus D. Jones City Manager City of Norfolk 810 Union Street, Ste 1101 Norfolk, VA 23510 Phone: (757) 664-4242 Email: marcus.jones@norfolk.gov	Ms. Alice M. Kelly Finance Director City of Norfolk 810 Union Street, Ste 600 Norfolk, VA 23510 Phone: (757) 664-4050 Email: alice.kelly@norfolk.gov

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$20,000	\$0	\$20,000
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$20,000	\$0	\$20,000

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

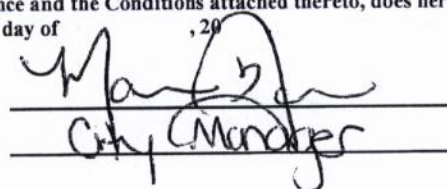


Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20____.

Signature: _____

Title: _____


City Manager

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Domestic Violence Victims Fund

Subgrantee: Norfolk City

Grant Number: 15-J4979DV15

Title: VA Domestic Violence Victim Fund/Prosecutors

Date: January 5, 2015

The following conditions are attached to and made a part of this grant award:

1. All recipients must spend funds in accordance with the grant budget approved by DCJS.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds only to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. Grant funds may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. The subgrantee agrees to submit, by the specified deadlines, quarterly financial and progress reports as well as any other necessary reports requested by DCJS. All financial and progress reports must be processed through our online Grants Management Information System (GMIS). DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS will waive the provision.
6. *DCJS will perform on-site monitoring as required. DCJS staff will notify subgrantee in advance of the visit. The monitoring report used during the site visits may be viewed at the following web address:*
<http://www.dcjs.virginia.gov/grants/grantDescription.cfm?grant=35>
7. Subgrantees may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>. Transportation costs for air and rail must be at coach rates.
8. Within 60 days of the starting date of the project, the subgrantee must initiate the program funded. If not started during this period, **the subgrantee must report to the DCJS**, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.

Statement of Grant Award Special Conditions (Continued)

Grant No: 15-J4979DV15

9. No amendment to the approved grant budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested through our online Grants Management Information System (GMIS). No budget amendments will be allowed after October 31, 2015.
10. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application. To provide the required notification to DCJS, the recipient agrees to complete and submit the DCJS Program Change/Update form available on the DCJS website at:
<http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=9&program=victims>.
11. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
12. Acceptance of this grant award by a local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
13. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
14. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
15. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
16. Subgrantee must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
17. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports is overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
18. The subgrantee agrees to sign up for DCJS Updates at: <http://www.dcjs.virginia.gov/subscribe/> for the announcements regarding trainings, funding opportunities, and information on victims services.
19. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports** are due no later than the close of business on the 12th working day after the end of the quarter (**except Virginia Prisoner Reentry Program (formerly papis) reports which are due by the last working day of the end of the following month*). Also, *V-STOP and Sexual Assault Grant Programs' progress reports are submitted on semi-annual basis 12th working day after 6/30 and 12/31 quarters.* Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

☐ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. You are required to use the online system to submit your progress reports. **Paper copies of progress reports will no longer be accepted!**

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **Paper copies of the financial reports will no longer be accepted! You are required to use the online system in reporting your expenditures.**

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through the online Grants Management Information System. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. *Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **You are required to use the online system for requesting funds.**

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System. *Please note again that you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **Paper copies of the Budget Amendments will no longer be accepted! You are required to use the online system for submitting budget amendments.**

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.

PROJECTED DUE DATES FINANCIAL & PROGRESS REPORTS

Reports are due by the 12th working day following the close of the period covered in the report. Financial and Progress Reports are required, even if no expenditures or progress has occurred.

- All Financial reports are required quarterly
- All Progress reports are required as follows:
 - Victim/Witness and VSDVVF – Quarterly (Period Ending 9/30, 12/31, 3/31, and 6/30).
 - V-Stop and SAGP – Semi-Annual (Period Ending 6/30 and 12/31)
 - SASP – Annual (Period Ending 12/31)

QUARTER ENDING	DUE DATE
3/31/2015	4/16/2015
6/30/2015	7/17/2015
9/30/2015	10/19/2015
12/31/2015	1/21/2016
3/31/2016	4/18/2016

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Requests for Funds - DCJS Fiscal Services Manager, Bill Dodd, at 804-371-0638 or bill.dodd@dcjs.virginia.gov
- GMIS – Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS Program Coordinator, DeAndrea Williams
- CIMS or VSDVVF Reporting Software – DCJS IT Contact Specialists at 804-786-4576 or (804) 225-4868.
- Progress Reports and Other Requests – Your Assigned DCJS Grant Program Monitor